

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

3 DECEMBER 1958

25X1A

SUGG. NO. 58-177: dated 31 October 1957  
[REDACTED] GS-12, Desk Officer  
FE, DD/P

Summary : Suggester proposed that a new charge-out slip be printed on 3½" x 8" colored paper to be used as a temporary replacement for cables, dispatches, memorandums, etc. which are absent from files for routing, information consultation or any other purpose.

Action Taken : Evaluation revealed Form No. 36-270, Correspondence Charge-Out, would serve the suggested purpose. The Records Management Staff will inform Area Records Officers by written memorandum of this additional use for Form 36-270.

Award : \$25.00 award granted.

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25X1A

SUGG. NO. 58-336: dated 31 January 1958  
[REDACTED] GS-12, FH-Chemist  
[REDACTED] GS-4, CC-Lab Asst.  
TSS, DD/P

Summary : Some field stations experience difficulty in obtaining copies from Apeco and similar office copying machines because the paper dries out before use. Suggesters developed and proposed the use of a humidity chamber for these particular locations.

Action Taken : OL explained this process in the September-October 1958 issue of the SUPPORT BULLETIN, under the title "Printing Services Tips".

Award : \$25.00 award granted to be divided between the two suggesters.

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Minimal Award Cases Contd.  
3 December 1958

25X1A

SUGG. NO. 58-462: dated 4 April 1958  
[REDACTED] GS-12, Case Officer  
SE, DD/P

Summary : Suggester proposed an improvement in [REDACTED] procedures. 25X1A

Action Taken : This suggestion was partly responsible for a recently undertaken study of [REDACTED] procedures and was directly responsible for the attention given to a particular phase of this study. 25X1A

Award : \$15.00 award granted.

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25X1A

SUGG. NO. 58-564: dated 19 May 1958  
[REDACTED] GS-11, Asst. Accountant  
Office of Comptroller, DD/S

Summary : Suggester proposed that the Agency provide a training course for the retirement of records to Records Center.

Action Taken : Although this suggestion was found to be infeasible because of the peculiar Agency filing systems, the Records Management Staff did point out the need for follow-through instructions to the Area Records Officers.

Award : Letter of Appreciation

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25X1A

SUGG. NO. 58-604: dated 11 June 1958  
[REDACTED], GS-7, Industrial Analyst  
OCR, DD/I

Summary : In an attempt to increase the efficiency of Agency collectors of the Agency's [REDACTED] Program, the suggester proposed that the technique of mnemonics be introduced. 25X1A

Action Taken : ORR will urge its adoption by the appropriate agencies of the Government.

Award : \$20.00 award granted.

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